

**YOKOSUKA HOUSING WELCOME CENTER  
STANDARD OPERATING PROCEDURE**

**SOP NO. 02-01(R-1)  
4 June 2004**

PURPOSE: To establish policy and procedures for making reservations for military housing high-rise multipurpose rooms located on Yokosuka Naval Base and Ikego Hills Housing Areas.

CANCELLATION: Yokosuka Housing Welcome Center SOP NO. 01-01 dated 16 April 2001.

1. Scope: Applicable to all eligible Department of Defense (DOD) personnel who are assigned to Yokosuka Naval Base and tenant commands.

2. General: The main purpose of high-rise multipurpose rooms is to provide an area for eligible families, both on and off base, to have private parties. To use the multipurpose room for any other purpose or for multiple days must be requested in writing.

3. Policy:

a. All eligible DOD families may make a reservation for one of the multipurpose rooms located on the first floor in the following high-rises located at Yokosuka Naval Base: Asagao, Ajisai, Ayame, Fuji, Goban, Hachiban, Himawari, Ichiban, Jyuban, Kyuban, Niban, Nanaban, Rokuban, Sanban, Sakura, Satsuki, Shobu, Tsubaki and Yonban, or Ikego Hills Family Housing Area: Asuka, Kyoto, or Nikko.

(1) Reservations for the multipurpose rooms will be accepted as indicated in the paragraphs below.

(2) A reservation for a Yokosuka high-rise multipurpose room will be accepted in person at the Housing Welcome Center, Bldg 1441, or by calling 243-6889 or 243-6784. For an Ikego high-rise multipurpose room, a person may go to the Ikego Hills Housing Office located in Kamakura high-rise or by calling 246-8027. Reservations may be made on Monday, Tuesday, Thursday and Friday between 0800 and 1630 hours and on Wednesday between the hours 1100 and 1630. However, the reservation will not be confirmed until the step outlined in 3a(3) is completed. People making reservations must complete a Multipurpose Room Reservation Sheet (CNFJ 11104/1).

(3) For those persons who make their reservation by telephone, the Multipurpose Room Reservation Sheet must be completed at the Welcome Center or the Ikego Hills Housing Site Office, as appropriate, within three working days after



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making the reservation, or the reservation will be cancelled at close of business of the third day.

c. Reservations will be accepted as follows:

(1) Priority One - high-rise residents - 60 days in advance.

(2) Priority Two - off base housing residents - 45 days in advance.

(3) Priority Three - townhouse residents - 30 days in advance.

(4) Priority Four - organizations providing a service to military family housing residents - 30 days in advance and for 90 days increments. Organizations desiring to use a multipurpose room must submit their request in writing to CNFJ (NOOFH).

d. Reservations for weekends and holidays are only for the day of reservation.- not for an entire weekend.

e. Use of the multipurpose room is for the hours between 0900 to 2200 hours, Monday through Thursday, 0900 to 2400 hours on Friday, 0800 to 2400 hours on Saturday, and 0800 to 2200 hours on Sunday. Windows to the multipurpose room must be closed at all times for energy conservation and to reduce the noise level carried to high-rise residents. If residents complain of noise to CFAY Security, privileges to use the multipurpose rooms will be withdrawn.

f. Multipurpose room users and their guests are NOT permitted to park their vehicles in spaces reserved for high-rise residents. Vehicles must be parked within the legal limits outside the high-rise parking lots.

g. Keys may be picked up by the person or designated person, between 0800 to 1630 on Monday, Tuesday, Thursday and Friday. Pick up time on Wednesday is from 1100 to 1630. Keys for reservations on Saturday and Sunday may be picked

up on Friday prior to 1630. The appropriate Housing Office must be notified in advance if someone other than the person making the reservation is going to pick up the key.

(1) Keys for Yokosuka high-rise multipurpose rooms will be picked up at the Welcome Center, Bldg 1441.



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(2) Keys for Ikego high-rise multipurpose rooms will be picked up at the Ikego Hills Housing Site Office in Kamakura High-rise.

(3) If keys are not picked up by 1630 as identified in paragraphs 3g(1) and 3g(2), you will forfeit use of the multipurpose room.

h. Multipurpose rooms must be cleaned at the completion of your reservation as outlined in the Multipurpose Room Reservation Sheet, paragraph 5. The person making the reservation will be held responsible for any costs required for additional cleaning or refuse removal from the Multipurpose Rooms.

(1) Inspection of multipurpose rooms will be done the following day.

(2) Costs for cleaning and damages will be as follows and are subject to change. Check for current rates when you are making your reservation.

(a) Cleaning of refrigerator	1 each	¥1,500
(b) Cleaning of table	1 each	¥ 200
(c) Cleaning of chair	1 each	¥ 180
(d) Cleaning of window	1 each	¥ 300
(e) Cleaning of door	1 each	¥ 300
(f) Cleaning of floor	1 square foot	¥ 30

(g) Damages to walls, ceilings or floors other than those items mentioned above will be charged according to the Public Works Center current labor costs.

i. Multipurpose rooms may be used by organizations or home businesses provided they are registered and recognized by Fleet Activities, Yokosuka (CFAY) Legal Office. Proof of registration must be shown at the time your reservation is made. Examples:

(1) Non-profit organizations; e.g. spouses clubs, family support groups, etc.

(2) Home businesses such as Pampered Chef, Tupperware, arts and crafts, etc.



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(3) The Yokosuka Housing Welcome Center will implement a tracking system to ensure that no one abuses the privilege by excessive use of the multipurpose rooms, and the use for commercial-type activities does not crowd out other non-commercial uses.

j. Yard sales/PCS move sales may be held in multipurpose rooms and do not require registration with CFAY as it is a one-time event.

k. Multipurpose rooms will not be used for band practices or live musical entertainment.

l. Failure to abide by all rules as stated in this SOP and on the Multipurpose Room Reservation Sheet will result in suspension of multipurpose room privileges. Privileges will be revoked as listed below:

- (1) First Offense: Ninety (90) days.
- (2) Second Offense: Six (6) months.
- (3) Third Offense: Permanent.

  
O. OGATA  
By direction

Encl: (1) Multipurpose Room Reservation Sheet (CNFJ 1104/1)